



City of Kannapolis Adopt-a-Street (AAS) Program

Dear Community Volunteers,

Thank you for your interest in the Adopt-A-Street Program. We hope you can join other civic, community groups, businesses, and individuals to help reduce litter in Kannapolis. This program makes a major contribution towards the City's overall appearance and beautification efforts.

Adopt-A-Street participants tangibly demonstrate civic pride for their communities by contributing to a cleaner and healthier environment, and also contribute to our overall economic development. The activity of volunteers picking up litter serves as an impressive reminder to the public not to litter on our roadways or ignore the environment.

This packet includes information about the program as well as how to apply.

Once again, the City of Kannapolis would like to thank you for your participation in this program. Your willingness to help keep Kannapolis clean illustrates your commitment to the environment, as well as our community. If you need additional information regarding this program, please contact the Adopt-A-Street coordinator directly at ssimpson@kannapolisnc.gov or (704) 920-4219.



City of Kannapolis Adopt-a-Street (AAS) Program POLICY

Adopting Organization's Commitment

- The adopting organization must sign a 1-year Commitment Agreement to clean the adopted section of City of Kannapolis maintained roadway. The commitment may be cancelled upon written notice from the adopting organization to Sharnelle Simpson, AAS Coordinator, at 704-920-4219 or ssimpson@kannapolisnc.gov
- A minimum of 1 mile (approximately 14 city blocks) of street is to be cleaned. This may be a single street or an area (subdivision or section of town).
- The adopted section of roadway must be cleaned a minimum of 4 times per year, with one being on either Kannapolis Kares Day or Earth Day in April. You may choose to clean your street more often, depending on the condition of your adopted street. Establishing a schedule is a good way to make sure to clean your street throughout the year. For example, once a quarter as a minimum, or every other month for a total of 6 times a year.
- The minimum age of participants is 12 years old and every participant below the age of 18 requires a signed parental release form.
- The minimum number of adult (age 18+) participants is 4.
- 1 additional adult participant is required for each 6 volunteers under the age of 18.
- The adult assigned to oversee minor participants should be within a reasonable distance of the participants at all times during the clean up process.

City of Kannapolis Will Provide

- Garbage bags, gloves, and pick-up tools. There will be a checklist of supplies provided to the adopting organization, which is to be returned the following Monday to the AAS Coordinator.
- Street signs designating adopting organization's name and the year their commitment began.
- A certificate, suitable for framing, and other recognition for each participating group.
- Traffic control devices as necessary.
- Pick up and disposal of filled bags.
- Safety tips and rules



City of Kannapolis Adopt-a-Street (AAS) Program POLICY

Requirements of the Adopting Organization

- The adopting organization will designate 1 person and 1 alternate person to serve as the group coordinator and liaison with the AAS Coordinator.
- The adopting organization coordinator and alternate will be required to review the safety information and will be responsible for training the volunteers within their organization.
- All participants must sign/be registered on the Adopting Organization's 1-year Commitment Agreement before being permitted to participate in the clean up. The Commitment Agreement also serves as a waiver/release for each participant.
- The adopting organization's liaison will contact the AAS Coordinator and provide the attached registration form a minimum of 5 working days prior to all cleanup activities
- The minimum age of participants is 12 years old and every participant below the age of 18 requires a signed parental release form.



City of Kannapolis Adopt-a-Street (AAS) Program 1-YEAR COMMITMENT FORM

The City of Kannapolis ("City") and _____ (name of business, organization, or individual) recognize the needs and desirability of litter-free and visually improved streets.

The Adopt-A-Street program has been established for community civic organizations, churches and schools as well as business and industry to contribute towards the effort of maintaining a cleaner and more beautiful street-side.

As indicated by their signatures attached to this agreement, the individual participants of the named entity are aware of the nature of the work, which is to be performed and have agreed to follow the City's rules, policies, safety guidelines, and instructions. If the above-named entity enters into a contract with a business, organization, or individual to clean the entity's adopted section of street ("a contracted service"), the contract service agrees that it is aware of the nature of the work, which is to be performed, and has agreed to follow City's rules, policies, safety guidelines, and instructions. The individual participants agree to not hold the City responsible for any injuries they, their employees, or their agents may suffer or damages that they, their employees, or their agents may cause or suffer as a result of participation in the program. The individual participants agree that signs bearing the group's name shall be installed solely at the discretion of the City.

If the above named entity enters into a contract with a business, organization, or individual to clean its adopted section of highway, it agrees to notify the City of Kannapolis Adopt-A-Street Coordinator in writing within ten calendar days of the agreement and acknowledges that failure to notify the AAS Coordinator of such action may result in termination of the agreement.

The **City of Kannapolis** recognizes the above named-entity as the adopting organization for:

Roadway Name

Roadway Description (from what point to what point)

The above-named entity volunteers to pick up litter a minimum of 4 times per year, with one being on either Kannapolis Kares Day or Earth Day in April, to promote a better environment in the community. This agreement shall be valid for one year beginning _____, 20____, and ending _____, 20____. The entity may cancel this commitment upon written notice to the City of Kannapolis Adopt-A-Street Coordinator.

Section Below To Be Completed By Adopting Group's Contact Persons

Signature of **Primary** Contact Person: _____

Printed Name: (Mr.) (Ms.) _____

Date: _____

Street Address and/or PO Box: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Fax Number: (____) _____

Email: _____

Signature of **Secondary** Contact Person: _____

Printed Name: (Mr.) (Ms.) _____

Date: _____

Street Address and/or PO Box: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Fax Number: (____) _____

Email: _____

Note: For all schools, colleges, or university groups, one contact must be the group's school advisor.

This Section To Be Completed By Adopting Group Prior To Clean Up Date:

SIGNATORY INSTRUCTIONS

1. Signatures of individual group members participating in one or more litter pickups are required in the spaces provided below. No person may sign for another person.
2. A parent/guardian is required to sign for a volunteer under 18 years of age. An Adopt-A-Street Program Participation Release Form must be signed by a parent/guardian to authorize a youth's participation in the program.

ADOPTING GROUPS SIGNATURES

The following persons will participate in one or more litter pickups. By their signatures they agree to abide by the City of Kannapolis rules, policies, safety guidelines, and instructions and to not hold the City of Kannapolis responsible for any injuries they may suffer or damages that they may cause or suffer as a result of participation in the City of Kannapolis Adopt-A-Street program.

Primary Group Contact Person Date

Secondary Group Contact Person Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

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Signature Date

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City of Kannapolis Adopt-a-Street Program

PARENT/GUARDIAN CONSENT & RELEASE FORM

This Consent and Release is executed on this _____ day of 20____, by (name of parent or legal guardian) _____, (hereinafter referred to as the "**Releasor**") for (name of minor) _____ whose address is _____ and date of birth is _____. Minor children under the age of 12 are not permitted to participate in the Adopt-A-Street program. The release is intended for minors 12 to 18 years of age.

As the parent or legal guardian of (name of minor) _____, **Releasor** hereby agrees to permit (name of minor) _____ to participate in the Adopt-A-Street Program ("**Program**") through (name of group) _____ and sponsored by the City of Kannapolis, Kannapolis, NC (hereinafter referred to as the "**City**").

In consideration for (name of minor) _____'s participation in the **Program**, **Releasor**, being of lawful age, hereby releases, waives, and discharges the **City** from all liability to the **Releasor** and the named minor child, their personal representatives assigns heirs and next of kin for all loss or damage, and from any and every claim or damage therefore, on account of injury to persons or property, or resulting in the death of the minor child, while the minor child is picking up litter as a part of, or otherwise participating in, the Adopt-A-Street Program.

In no event and for no purpose shall (name of minor) _____ be considered an employee of the City of Kannapolis during any or all parts of the **Program**. **Releasor** assumes full responsibility for and risk of bodily injury, death or property damage while the minor child is picking up litter as a part of, or otherwise participating in, the Adopt-A-Street Program.

Releasor, in consideration of (name of minor) _____ being permitted to participate in the Adopt-A-Street Program, does him/herself, their heirs, executors, administrators, and assigns, hereby release and forever discharge the **City** from any and every claim, demand, action or right of action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death and/or property damage resulting from any accident which may occur as a result of participation in the Adopt-A-Street Program.

Releasor further states that they have carefully read the above **Release** and know the contents of the **Release** and signs this **Release** as their own free act.

This **Release** contains the entire agreement between the parties to this agreement, and the terms of this **Release** are contractual and not a mere recital.

Parent or Legal Guardian for:

Releasor Signature

Date

(Name of minor)



**City of Kannapolis Adopt-a-Street Program
CHECK-LIST**

Item	Number	Signed Out	Signed In
Trash Bags			
Gloves			
Pick-up Tools			



City of Kannapolis Adopt-a-Street (AAS) Program EVENT REGISTRATION

1. Organization: _____

2. Date of planned clean up: _____

3. Beginning time of cleanup: _____ 4. End time: _____

5. Areas to be collected *(if not the entire area)*: _____

6. Name and contact information of the responsible person on site.

Name: _____

Mailing Address: _____

Contact number *(day of clean up)*: _____

AAS Coordinator Use Only:

Check list: Items Singed Out/date: _____
Items Returned/date: _____

Number of Volunteers: _____

Number of Minors: _____

Release form for each minor: _____

Safety Training: _____

Registration form received: _____

Trash Pick-up scheduled with PW: _____

Sign placed on Street for recognition: _____

Date: _____



City of Kannapolis Adopt-a-Street (AAS) Program SAFETY GUIDELINES

These Safety Guidelines are intended to keep all participants in the City of Kannapolis Adopt A Street program safe. They cannot, however, cover all situations that volunteers may encounter and it is the responsibility of all participants, especially group leaders, to use their best judgment to maintain the safety of everyone involved at all times.

- ❖ Dress appropriately for the weather. Closed toed shoes, long pants and sturdy gloves are recommended. Hats, sunscreen and insect repellent are also recommended.
- ❖ When working near a roadway, wear a safety vest and/or bright colored clothing to be seen easily by motorists.
- ❖ Work only during daylight hours and only in favorable weather.
- ❖ Have plenty of water on hand.
- ❖ Take breaks and avoid overexertion, especially in hot weather.
- ❖ Avoid working alone. Work in groups and use the buddy system.
- ❖ Have a first aid kit at the cleanup site.
- ❖ Be aware of personal surroundings at all times. Stay alert to the dangers posed by changing weather, wildlife, passing cars, poisonous plants or any other hazards that might be encountered at your site.
- ❖ Do NOT pick up litter from road surfaces.
- ❖ Do NOT pick up hazardous materials (hypodermic needles, chemicals, dead animals, etc) or unknown materials that may be hazardous. Call the Public Works Department to report the material for proper disposal.
- ❖ Do NOT participate in litter cleanups while under the influence of alcohol or drugs.
- ❖ Do NOT attempt to cleanup in any area that may pose a personal risk to volunteers such as dangerous overhangs, hard to reach area, etc.
- ❖ Do NOT walk on or beside railroad tracks or leave trash bags on or near railroad tracks.